

Church of the Epiphany
Vestry Minutes
April 19, 2017

Attended

Chuck Burg, Kathrine Ebert, Jeremy Filsell (*music director*), Ann Gordon (*junior warden*), Linda Grigsby, Michele Hutt, Caroline Klam, Catriona Laing (*interim associate rector*), Tricia Lyons (*associate priest*), Kelli Sampson, Mary Sebold (*secretary*), Brian Stecker, Duncan Stevens (*treasurer*), and Bea Trapasso Dermer (*senior warden*)

6:30

After opening prayer, the meeting began.

Treasurer's Report (see handouts)

On the income side, Pledge and Plate are on track, according to Duncan. Plate contributions are actually a little ahead. Donations/Sponsorships come in irregularly over the course of the year. The Welcome Table is running a little low, as projected. The \$20,000 under Grants may be for capital expenses; if necessary, Duncan will move it down to the Capital Grants line. YSOP has still not caught up with its rent payments. The church finally received the long-promised \$14,000 from the Johnson Trust, which plans to wrap up soon. The Total Income of \$183,567 assumes that the \$20,000 grant is not meant to cover building costs.

Most expenses are at or below expected levels. Duncan was not sure why there was a \$1,000 charge under Outreach. Supply Clergy reflects some payments to Trin and Tricia, and Duncan will ask Carol if they can be moved to Salaries. Caroline asked why nothing had been spent on Liturgical Supplies, and Duncan said he would investigate. Under Finance, Bank Charges are high, but they are most years at this time, according to Duncan. The \$12,000 under Repairs probably went to cover major work on the HVAC and may belong under the 1844 Fund. Grounds will remain at the budgeted level this year, even though Epiphany spent nothing on snow removal this winter. Electric seems long now because we are not yet in air-conditioning season.

On the balance sheet/profit and loss statement, the recent \$200,000 donation appears under Other Gifts and is part of the \$309,000 in the checking account. Kelli asked if Epiphany could invest the grant short term. Duncan said that while there were no restrictions on investing it, the church probably wouldn't earn much from, say, putting it in a certificate of deposit.

MOTION APPROVED: To accept the March treasurer's report as presented by Duncan

Duncan said he would follow up on the 2015 audit, which Epiphany should have received by now. The 2016 audit letter had not yet been sent.

Upcoming Choir Performances

Jeremy said the choir had received three invitations to perform outside Epiphany. The National Cathedral asked them to sing evensong on May 5, the first day of the 2017 Flower Mart. The American Guild of Organists has asked the choir to close their conference in Richmond, Virginia, with evensong on June 28.

Lincoln Cathedral in the United Kingdom has invited the choir to sing in July 2018. The choir is considering how to raise funds, so it can commit by Christmas 2017. The choir does not want to impinge on other Epiphany activities and financial needs. Through Charlie and Jeff, they are thinking about holding a silent auction at the University Club. In conjunction with the 175th anniversary, they might hold a sponsored sing of the *1982 Hymnal* or a common sing of the Requiem. The trip will cost about \$25,000. Choir members will have to subsidize their own flights.

Trin said it was important to have someone from the vestry liaise with the choir as it finalizes plans. Brian asked how the trip would benefit the choir. Jeremy said that the performances would serve as ministerial outreach, and the choir would grow artistically and socially. The concert would help mark Epiphany as a strong and vibrant choir. Kathrine pointed out that the tour would be a good advertisement for other musical groups who might want to use the church for performances and recordings. Linda asked about liability insurance for all three trips, and Caroline suggested Epiphany draw up a liability waiver for choir members to sign. Kelli suggested Jeremy check with other church choirs that have toured. Caroline said Bob Wallin might know someone from Serenade (which arranges travel for music groups) who could informally advise the choir.

Chuck, who sings in the choir, agreed to serve as the liaison between the vestry and the choir as it plans the UK tour.

Tuesday Concert Series

Jeremy said he was inundated with people who want to play at Epiphany. That the series offers quality and value shows in the loyalty and sophistication of the audiences. A lot of those who attend are retired; some come from nearby retirement homes. The church now takes 20 percent of the proceeds from each concert. The series has 12 or 13 regular donors, or “partners.” Sadly, there is little crossover between the Tuesday and Sunday crowds, Jeremy said.

Whitney would like the vestry or other parishioners to help identify and approach local corporate sponsors within a five-block radius of the church. Epiphany has until the end of September to match a \$15,000 challenge grant. She hopes to find three corporate sponsors who could each pay \$5,000 to fund the series. Whitney has a spreadsheet of local businesses and has written a script. There are brochures on the series. Trin suggested recruiting two vestry members and two parishioners to work with Whitney.

Other suggestions:

Tricia—Put a bowl for business cards on the table in the narthex to find out where people are coming from.

Chuck—Announce that we've received a challenge grant and ask people if their offices would like to help match the grant.

Bea—Create a Friends of the Tuesday Concert Series whose members would contribute to and raise money for the series. Jeremy said there were "partners" already.

Kathrine—Circulate announcements of performances to Episcopal retirement homes.

MOTION APPROVED: To approve the minutes (written by Bea) of the March vestry meeting and phone call

Bill Pay (see handout)

The vestry revisited the issue of direct bill pay, which was tabled at the last meeting. Trin distributed a list of vendors and individuals now paid by paper checks. Those payees highlighted in yellow would be paid through Bill Pay on the bank's website. These would not be automatic payments, Trin stressed. Carol, the accountant, would still pay them individually. Vendors would have to be regular, and expenses would have to be in the approved budget. Right now, Epiphany has to pay for paper checks and postage. By paying select vendors through the bank's site (as many individuals do), utilities would be able to credit the church's account in a day or two. There would be no risk of lost or stolen checks.

In Carol's absence, Catherine would pay qualifying vendors through Bill Pay, and in Catherine's absence, Mike Feebrey, the auditor, would pay them. Catherine, as parish administrator, would prefer not to handle large sums of money, Trin said.

MOTION APPROVED: To allow the accountant (or in her absence, those designated above) to pay bills through Bill Pay, as long as the vendors meet the specified criteria

Joint Services

By reviewing the 10 o'clock Palm Sunday celebration, the vestry revisited the concept of holding four joint services annually on feast days. While most vestry members felt Palm Sunday was an improvement over the last joint service—and liked the procession especially—many still felt the 8 o'clock and 11 o'clock services should be better integrated. Caroline suggested holding the next joint service when there is a picnic scheduled, so those who attend 8 o'clock don't have to leave to find lunch. She doesn't want to dilute the later service with no payoff for the earlier one. Because we are an urban parish with two very different communities with different needs, Tricia questioned the goal of holding joint services. Are there other ways to integrate the communities and build relationships? Many earlier congregants identify with simpler, non-Episcopalian liturgies; it takes time for people to come out of their comfort zones, she said. Linda said that, last year, the vestry settled on joint services as a way of building relationships between the two groups of worshippers. But Bea didn't remember a formal vote on continuing them. Ann felt there shouldn't be a joint service this Pentecost because Reverend Glenna plans to come that day and needs to observe both services. Michele and

Tricia reminded everyone that there was a formation committee and ongoing efforts to encourage participation in the 8 o'clock service, including the gospel choir.

Reverend Glenna

Bea said there had been almost 2,000 views of Rev. Glenna's Facebook video. Her family will attend the 11 o'clock service on Pentecost. Ann, Caroline, Michele, and Trin will form a committee to make sure Rev. Glenna is welcomed by all the different groups at the church, from Welcome Table and Street Church to Narcotics Anonymous and the All Dulles Muslim community.

Recognition of Calling Committee

The vestry settled on May 21 as the day to celebrate the two-year, weekly commitment of the calling-committee members. They will be feted not only with food, but also with some sort of gift or certificate.

Building News

The Thomas Circle Singers have rented space at Epiphany and, with Jeremy's approval, plan to rehearse in the church on Tuesdays.

Vestry members were asked to help keep the building secure. One set of keys has been stolen. They should lock unlocked doors. The new building committee may vote to change the security system; they may consider a key-pad system. Caroline said the committee should make sure all buzzers function, so people don't have to prop open doors.

Narthex

The first impression of Epiphany is the narthex, which is dark and not very welcoming. Since developers began renovating the Martin Luther King, Jr. Library, a lot more people are sitting in the church during the week. Epiphany needs to maintain a spirit of openness and inspire respect for the sanctuary. Keeping the church clean is challenging. Trin suggested redoing the narthex before Rev. Glenna's arrival. Linda suggested asking Marge and Gospel Art to work on a banner to welcome visitors. The artists might feel more a part of things as a result. Bea, Kathrine, and Michele agreed to form a narthex committee and approach Glenn, Lisa, and Marge, who voiced interest in it last year.

8:10 p.m.

The meeting concluded with evening prayer.

The next meeting will be held on Wednesday, May 17 at 6/6:30 p.m.

Minutes submitted by MNS, 5/10/17